



Republic of the Philippines
Department of the Interior and Local Government
Bureau of Fire Protection
NATIONAL HEADQUARTERS
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MEMORANDUM

TO: ALL CONCERNED

SUBJECT: ANNOUNCEMENT FOR THE SELECTION AND RECRUITMENT OF FIRE OFFICER I (FO1) ALLOCATED FOR MARCHING BAND IN THE BUREAU OF FIRE PROTECTION-NATIONAL HEADQUARTERS (BFP-NHQ)

DATE: 29 October 2018

1. References:

- a. Memorandum dated 18 May 2018 re: Authority to Fill-up Vacancies; and
- b. Memorandum dated 25 October 2018 re: Program of Activities in the Recruitment and Selection of the Remaining Seventeen (17) Vacancies for Fire Officer 1 (FO1) in the Bureau of Fire Protection National Headquarters (BFP NHQ).

2. For the purpose of filling-up the remaining seventeen (17) vacancies for Fire Officer 1 (FO1) allocated for BFP-NHQ Marching Band in the Bureau of Fire Protection National Headquarters (BFP-NHQ), the recruitment and selection process for Fire Officer 1 (FO1) is hereby announced. Applicants for the said vacancies must possess the following minimum qualifications for Fire Officer 1 (FO1):

- a. Must be a Bachelor's Degree Holder;
- b. Must possess any of the following 2nd level eligibilities:
 - i. RA 1080
 - ii. CS Professional
 - iii. CS Fire Officer Exam
 - iv. CS Police Officer Exam (1998 above)
- c. Must not have been dishonorably discharged or dismissed for cause from previous employment;
- d. Must be at least one meter and fifty-seven centimeters (1.57 m) for female and one meter and sixty-two centimeters (1.62 m) for male; and
- e. Must not be less than twenty-one (21) nor more than thirty (30) years old on the actual date of appointment, assumption of duty/oath of office.

In addition, applicants must likewise possess the following special skills, to wit:

- a. Must be able to read music piece; and
- b. Must be able to play and own marching band instrument.


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3. Qualified applicants are encouraged to submit their application folder to the Office of the Recruitment and Selection Section (RSS), Human Resource Management Division, DHRD, BFP- NHQ **NLT 14 November 2018**. Submit **one (1) set of Application Folder (with tabbing)** shall contain the following documentary requirements:

- a. Application Letter (*indicating the position applied for*)
- b. Authenticated Service Record (*for previous government employees*)
- c. One (1) Handwritten Personal Data Sheet (CSC FORM 212) with recent passport size ID picture. Print entries using BLACK BALLPEN. DO NOT use sign pen.
- d. One (1) authenticated copy of Transcript of Records (TOR) and College Diploma duly authenticated by school registrar
- e. One (1) authenticated copy of Certificate of Eligibility/ Board rating duly authenticated by PRC/CSC
- f. Photocopy of Certificate of Live Birth issued by PSA
- g. Photocopy of Certificate of Marriage (*for married female applicants only*)
- h. Authenticated Barangay, Mayor Police, NBI, RTC, and MTC clearance
- i. Photocopy of Certificate of Waiver approved by Chief, BFP
(*for applicants with height and/or age deficiency*)
- j. Certification from the university or community where the applicant served as marching band member

4. For more updates and details, kindly visit the official website of the Bureau of Fire Protection (www.bfp.gov.ph) and RSS facebook page (facebook.com/rssbfpnhq).

5. For information and widest dissemination.


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